

Bylaws

Washington Comprehensive Cancer Control Partnership

Approved February 2004

I. Name

The name of the organization shall be the Washington Comprehensive Cancer Control (WCCC) Partnership.

II. Purpose of WCCC Partnership

1. The purpose of the WCCC Partnership is to develop, implement, and evaluate a state comprehensive cancer control plan for Washington.
2. The **vision of WCCC Partnership** is for Washington State to be a place where:
 - a. Individuals will not get preventable cancers.
 - b. Those individuals with detectable cancer are diagnosed in the earliest stage of the disease possible.
 - c. Those individuals with treatable cancers are given the highest quality state-of-the-art care available to maximize their survival and quality of life.
 - d. Those individuals in the end stages of incurable cancers are cared for in a way that maximizes the quality of their life and death.
 - e. Full support is given to research directed toward understanding the causes of cancers and toward improving prevention, early detection, treatment and palliation.
3. The **mission of WCCC Partnership** is to reduce cancer incidence, morbidity and mortality; increase equity in access to appropriate preventive, screening, diagnostic, treatment, and palliative care; maximize the quality of life for all individuals with cancer; promote research; and educate consumers, providers, payers, and policy makers on cancer issues.

This will be accomplished by encouraging broad participation and a process that is prevention-oriented, evidence-based, data driven, culturally competent, survivor informed, outcome oriented, comprehensive in nature, respectful of individual's autonomy and rights, including patients' right to fully informed consent.

4. The **role of WCCC Partnership** is to provide leadership in and advocacy for:
 - a. Identifying and prioritizing statewide needs for cancer prevention and control.
 - b. Identifying interventions and resources.
 - c. Coordinating activities.
 - d. Promoting the availability of sufficient health workforce, equipment, and services.
 - e. Seeking financial resources to fund plan initiatives.
 - f. Supporting efforts to increase awareness and share strategies to reduce the burden of cancer disparities faced by ethnically diverse and underserved populations.

III. WCCC Partnership Membership

1. WCCC Partnership membership is open to any organization or individual that meets the following requirements:
 - a. Be a legally operating entity within Washington State (e.g., non-profit organization, for-profit corporation, governmental agency) OR be an individual (e.g. advocate, cancer survivor, concerned citizen) that is interested in working towards reducing the burden of cancer in Washington.
 - b. Submit a membership application designating an official representative for the organization OR identifying the individual member. Organizations are expected to also identify an alternate representative to act on behalf of the organization in the absence of the official representative.
 - c. By virtue of holding the cooperative agreement with the Centers for Disease Control and Prevention to fund Comprehensive Cancer Control and serving as the lead agency in Washington, the Washington State Department of Health (DOH) is a permanent member of WCCC Partnership. The official DOH representative may not be DOH

Comprehensive Cancer Control (CCC) Program staff. DOH CCC Program staff shall be non-voting attendees at all Partnership, Steering Committee, Operational Committee, and Plan Implementation Committee meetings.

- d. Endorse the mission, vision, roles, and values of WCCC Partnership.
 - e. Agree to be identified as a WCCC Partnership member organization or individual.
2. **Official representatives of member organizations** of WCCC Partnership have the following rights and responsibilities:
- a. Attend WCCC Partnership meetings regularly.
 - b. Vote to elect WCCC Partnership Steering Committee members representing member organizations and vote to adopt or reject bylaw amendments.
 - c. Serve on the Steering Committee (if nominated by the Nominating Committee and elected by the members) or on other WCCC Partnership committees.
 - d. Communicate their organization's viewpoints to WCCC Partnership and inform their organization of WCCC Partnership decisions and activities.
 - e. Support implementation of the state comprehensive cancer control plan by taking specific action within the member's own organization or in collaboration with other members or member organizations to help achieve one or more of WCCC Partnership's priorities on a regular basis.
 - f. Agree to support and participate in efforts to evaluate implementation activities and to assess effectiveness in achieving plan objectives and goals.
 - g. Retain the right to resign their membership at any time.
3. **Individual members** of WCCC Partnership have the following rights and responsibilities:
- a. Attend WCCC Partnership meetings regularly.
 - b. Vote to elect one WCCC Partnership Steering Committee member to represent individual members. (One permanent seat on the Steering Committee is reserved for individual members – See Section VI.3.)

- c. Serve on the Steering Committee (if nominated by the Nominating Committee and elected by individual members) or on other WCCC Partnership committees.
- d. Represent their individual views to WCCC Partnership.
- e. Support efforts to implement and evaluate the state comprehensive cancer control plan.
- f. Retain the right to resign their membership at any time.

IV. Term of Membership

- 1. Members retain membership status as long as the WCCC Partnership membership requirements outlined in Section III are met.

V. Meetings of the WCCC Partnership

- 1. The WCCC Partnership will meet physically at least annually or more frequently if necessary as determined by the WCCC Partnership Steering Committee.
- 2. The Steering Committee Chair and Vice Chair will chair WCCC Partnership meetings (See Section VIII).
- 3. Notice of meetings (date, time, and location) will be provided by DOH CCC Program staff to WCCC Partnership members at least 30 days prior to the meeting. The agenda will be distributed no later than 15 days prior to the meeting. Minutes will be recorded, filed, and distributed to WCCC Partnership members by DOH CCC Program staff.

VI. Steering Committee Composition

- 1. The Steering Committee is the governing body of the WCCC Partnership and is responsible for the ongoing development, implementation, and evaluation of the state comprehensive cancer control plan. A Chair and Vice-Chair will lead the Steering Committee.
- 2. The Steering Committee will be composed of representatives of organizations and individuals in Washington concerned with cancer prevention and control. Diversity will be achieved through encouraging the election of broad-based representation from a variety organizations (e.g., government, private, non-

profit, advocacy, and research organizations) and focus areas (e.g., gender, population served, geographic, socio-economic, health disparities).

3. The Steering Committee will consist of 12 members.
 - a. Ten seats on the Steering Committee are permanently reserved for organizational members. Steering Committee members will be elected to fill these seats by organizational members.
 - b. One seat on the Steering Committee is permanently reserved for an individual member. A Steering Committee member will be elected to fill this seat by individual members.
 - c. One seat on the Steering Committee is permanently reserved for the official representative of DOH.
4. The Steering Committee Chair and Vice Chair will be elected by the Steering Committee. No more than one may be from a governmental agency. At least one of the Chairs (Chair or Vice Chair) must remain in a leadership position (Chair or Vice Chair) during the second year of his or her term. The Chair or Vice Chair leaving office will become the Immediate past Chair and shall serve as an ex-officio member of the Steering Committee for one year.
5. The Steering Committee will be elected by a mail or e-mail vote of the members of WCCC Partnership. For the election to be valid, at least 25% of the WCCC Partnership members must vote.

VII. Steering Committee Responsibilities

1. The Steering Committee is responsible for providing leadership and policy direction for the Partnership, establishing the process and criteria for determining implementation priorities from the state CCC plan, establishing the Operational, Plan Implementation, and ad-hoc committees, and communicating statewide priorities and recommendations.
2. The Steering Committee is responsible for establishing the process for updating the plan as changing conditions warrant (e.g. advances in science, shifts in the burden of cancer in Washington, etc.).
3. The Steering Committee is responsible for reviewing and approving all standing, priority, and ad hoc committee recommendations.
4. The Steering Committee is responsible for periodically reviewing WCCC Partnership members for participation.

5. The Steering Committee is responsible for periodically reviewing the bylaws and ensuring the WCCC Partnership is in compliance.

VIII. Term of Office for the Steering Committee

1. The elected Steering Committee members will serve two-year staggered terms, which may be renewed if membership requirements continue to be met and if reelected by the WCCC Partnership membership. *To implement staggered terms, first year elections will elect members for one-year or two-year terms.*
2. In the case of a vacancy occurring on the Steering Committee, the Steering Committee Chair and Vice Chair may nominate a WCCC Partnership member to serve the remainder of the term. The nomination must be ratified with a majority vote of the Steering Committee.
3. In the case of a vacancy occurring in the DOH Steering Committee position, DOH will appoint its new representative on the Steering Committee.
4. In the case of a vacancy occurring in the Steering Committee individual member position, individual members will elect their new representative on the Steering Committee.
5. The term of office will be January 1 to December 31 of each year. Elections will be held in the final quarter of the calendar year. *First year elections will be held during the first quarter of 2004.*

IX. Meetings of the Steering Committee

1. The Steering Committee will meet at least quarterly each year or on a frequency determined by the Chair.
2. Members of the Steering Committee, or their designated alternates, are expected to be present or represented at each Steering Committee meeting.
3. At least one Co-Chair from each standing committee is expected to be present or represented by another committee member at each Steering Committee meeting.
4. WCCC Partnership Operational, Plan Implementation, or ad-hoc committees will report on activities to the Steering Committee at meetings, as appropriate.
5. Notice of meetings (date, time, and location) will be provided to the Steering Committee by DOH CCC Program staff at least 30 days prior to the meeting. The agenda will be distributed no later than 15 days prior to the meeting.

Minutes will be recorded, filed, and distributed to members of the Steering Committee and the WCCC Partnership by DOH CCC Program staff.

X. Steering Committee Chair and Vice-Chair

1. The current Steering Committee will elect its Chair and Vice Chair. The Chair and Vice-Chair may not be affiliated with the same organization. No more than one will represent a governmental agency.
2. The Chair and Vice-Chair will provide leadership to the Steering Committee. The Chair and Vice-Chair will:
 - a. Carry out the responsibilities of leadership for the Steering Committee and WCCC Partnership.
 - b. Serve as spokespersons for WCCC Partnership.
 - c. Convene and preside over meetings of the Steering Committee and WCCC Partnership according to Robert's Rules of Order (Simplified and Applied – Second Edition).
 - d. Alternate serving on the Nominating Committee.
 - e. Establish ad hoc committees or work groups on an as needed basis upon approval of the Steering Committee.

XI. Term of Office for Chair and Vice-Chair of the Steering Committee

1. The Chair and Vice-Chair will serve for two-year staggered terms. *To implement staggered terms, first year elections will elect one to serve a one-year term and the other to serve a two-year term.*
2. A vacancy occurring for the Chair or Vice Chair positions will be filled by a vote of the Steering Committee members. The newly elected Chair or Vice Chair will serve the remainder of the term.
3. The term of office will be January 1 to December 31 of each year. Elections will be held in the final quarter of each calendar year. *First year elections will be held during the first quarter of 2004.*
4. The Chair leaving office will become the Immediate past Chair and will serve as an ex-officio member of the Steering Committee for one year.

XII. Operational Committees

1. The Operational Committees will be formed as standing committees to address WCCC Partnership administrative and operating issues and will report directly to the Steering Committee on their work.
2. Operational Committees are responsible for the ongoing administrative and operational activities of the WCCC Partnership and include the Membership, Communications, Evaluation, and Policy and Legislation committees.
 - a. The **Membership Committee** will be responsible for making recommendations to the Steering Committee regarding applications for membership in the WCCC Partnership and for recruitment of new members to ensure a diverse and representative partnership. *Initial membership applications will be reviewed and approved by the Interim Steering Committee.*
 - b. The **Communications Committee** will be responsible for communication outreach and marketing efforts for the state comprehensive cancer control plan and WCCC Partnership.
 - c. The **Evaluation Committee** will be responsible for developing evaluation plans to assess the efficiency of the implementation of the comprehensive cancer control plan and its strategies.
 - d. The **Policy and Legislation Committee** will be responsible for monitoring the current political environment as it relates to decision-making about cancer prevention and control and make policy recommendations to the WCCC Partnership. The Committee will also serve as a resource to coordinate between the WCCC Partnership and other cancer related advocacy groups.
3. Operational Committee members will include volunteers from among WCCC Partnership membership. Operational Committee members retain membership status as long as WCCC Partnership membership requirements are met.
4. Each Operational Committee will have two Co-Chairs appointed by the Operational Committee. The Co-Chairs do not need to be members of the Steering Committee. Operational Committee Co-Chairs will serve for a one-year term, which may be renewed.
5. Meetings of the Operational Committees will be held on a frequency determined by the Operational Committee Co-Chairs.

6. Notice of meetings (date, time, and location) will be provided by DOH CCC Program staff to the WCCC Partnership at least 30 days prior to the meeting. The agenda will be distributed to the Operational Committee members no later than 15 days prior to the meeting. The Co-Chairs of each Operational Committee will be responsible for ensuring that minutes are recorded, filed, and distributed to the members of the committee and the Manager. DOH CCC Program staff will distribute minutes as appropriate.

XIII. Plan Implementation Committees

1. The Plan Implementation Committees will be formed as standing committees to address plan priorities for implementation.
 - a. The **Primary Prevention** Plan Implementation Committee will be responsible for priority issues focused on efforts to reduce or eliminate exposure to risk factors and to promote protective factors.
 - b. The **Secondary Prevention** Plan Implementation Committee will be responsible for priority issues focused on reducing morbidity and mortality by identifying disease early and providing appropriate treatment.
 - c. The **Medical Care** Plan Implementation Committee will be responsible for priority issues focused on issues related to medical care.

The function of these committees may change over time, as implementation priorities change.

2. Plan Implementation Committees will include volunteers from among WCCC Partnership membership. Committee members retain membership status as long as WCCC Partnership membership requirements are met.
3. The Steering Committee Chair, with the approval of the Steering Committee, will appoint the Chairs of the Plan Implementation Committees. The Plan Implementation Committee Chairs will report directly to the Steering Committee on their work. The Chairs of the Plan Implementation Committees must also be members of the Steering Committee.
4. The Chairs of the Plan Implementation Committees will form work groups to further address plan priorities for implementation. The Chairs of the Plan Implementation Committees will appoint workgroup members, including non-WCCC Partnership members, as needed to address priority issues.
5. Notice of meetings (date, time, and location) will be provided by DOH CCC Program staff to the WCCC Partnership at least 30 days prior to the meeting. The agenda will be distributed no later than 15 days prior to the meeting. The

Chair of each Plan Implementation Committee will be responsible for ensuring that minutes are recorded, filed, and distributed to the members of the committee and the Manager. DOH CCC Program staff will distribute minutes as appropriate.

XIV. Nominating Committee

1. The Nominating Committee will solicit recommendations and self-nominations from the members of WCCC Partnership annually for openings on the Steering Committee due to expired or vacated positions. The Nominating Committee will develop and forward these nominations to DOH CCC Program staff who will arrange for an election by the full WCCC Partnership. The ballot will identify nominees and will allow a space for write-in candidates. Whenever possible, the ballot will propose more members than there are openings on the Steering Committee.
2. The Nominating Committee will consist of the Steering Committee Chair or Vice Chair and three members of the WCCC Partnership who are not members of the Steering Committee.
3. WCCC Partnership members will elect the three members of the Nominating Committee other than the Chair or Vice Chair annually. *The first Nominating Committee will be appointed by the Interim Steering Committee.*
4. Meetings of the Nominating Committee will be held on a frequency determined by the Nominating Committee Chairs as deemed necessary to fill openings on the Steering Committee due to expired or vacated positions.

XV. Voting

1. Each organizational member of the WCCC Partnership is entitled to one vote to be cast by the representative or alternate representative.
2. Each individual member of the WCCC Partnership is entitled to one vote.
3. Decision making by the WCCC Partnership and Steering Committee will be determined by a simple majority of the voting members present or voting by mail, with the exception that approval of bylaw amendments requires a 60% majority vote.

XVI. Conflict of Interest

1. On any matter brought to a vote, a member with a personal or organizational financial conflict of interest between the interests of WCCC Partnership and the individual or member's organization will be responsible to declare such conflict.
2. The Steering Committee Chairs or Chairs of any other committee will decide whether the member should vote on the issue about which the conflict has been declared.

XVII. Quorum

1. Forty percent of the **WCCC Partnership members** shall constitute a quorum at any meeting of the WCCC Partnership for the purpose of transacting any business therein. A majority vote of a quorum shall be sufficient to approve any proposed action. In the event that there is not a quorum present, the Chairs are authorized to conduct the normal business of the WCCC Partnership with decisions to be ratified at the next WCCC Partnership meeting where a quorum is present or by mail/e-mail vote if time does not permit waiting for the next meeting.
2. A vote on the bylaws will require 60 percent of the total WCCC Partnership membership.
3. Half of the currently filled positions present at any meeting of the **Steering Committee** shall constitute a quorum. If a quorum is present, a majority of those present shall be sufficient to approve any proposed action. The Chair and Vice Chair are authorized to conduct Steering Committee business by mail or e-mail if time-constraints or other factors deem it necessary.

XVIII. Amendments to the WCCC Partnership Bylaws

1. Proposed amendments to these bylaws must be submitted to DOH CCC Program staff for distribution to the Steering Committee members at least 30 days prior to a vote to amend. The Steering Committee shall appoint an ad-hoc Bylaws Committee to evaluate the proposed amendments and report back to the Steering Committee with recommendations.
2. The bylaws may be amended:
 - a. At a meeting of the WCCC Partnership where a quorum is present and the vote passes by 60 percent or;

- b. By a mail or electronic mail vote if a quorum responds and the vote passes by 60 percent of total membership.

XIX. Role of DOH CCC Program Staff

1. The DOH CCC Program Manager or staff supervised by the Program Manager will have the following responsibilities within WCCC Partnership:
 - a. **Committee meetings** – Attend Steering Committee and other Committee meetings.
 - b. **Operational support** – Provide administrative support necessary to facilitate the effective operation of WCCC Partnership. These responsibilities include, but are not limited to, working with the Chair, Vice Chair, and other Committee Chairs to prepare meeting agendas; facilitating internal communication; developing action plans to address priorities; coordinating implementation activities; and monitoring and tracking overall WCCC Partnership comprehensive cancer control activities.
 - c. **Technical support** – Provide and/or facilitate the provision of technical support for assessment, planning, implementation, and evaluation. Facilitate updating plan data, content, goals, objectives, and strategies as necessary.